

DELAWARE DEPARTMENT OF JUSTICE JOB OPENING

Director of Operations

Opening Date: June 29, 2022

Closing Date: Until Filled

Salary Range \$85,300 - \$102,260

Come work for one of Delaware's largest law firms. The Delaware Department of Justice has broad responsibility to combat crime, safeguard families, fight fraud, and protect consumers in the First State. Those who work at the DDOJ are committed to the common goal of serving all Delawareans with integrity and dedication. The Administrative Division is responsible for Human Resources, Operations, Facilities, IT, Budget and the general support of the Department. The Division seeks a Director of Operations.

The Administrative Division is a fast-paced environment. This position will be responsible for projects that effect the entire Department. Projects that involve IT, training, employee related events, facilities and much more! The successful candidate will be part of a fulfilling and dynamic team that supports the Department of Justice in it mission and also supports the hard-working employees within it.

Full time DOJ employees have a suite of healthcare options available to them:

Plan Options	Highmark Delaware First State Basic Plan		Aetna CDH Gold Plan		Aetna HMO Plan		Highmark Delaware Comprehensive PPO Plan	
Plan Type	Preferred Provider Organization (PPO)		Preferred Provider Organization (PPO)		Health Maintenance Organization (HMO)		Preferred Provider Organization (PPO)	
Primary Care Provider (PCP) Selection	Recommended		Recommended		Required		Recommended	
Coverage Options/ Premiums (Rates)	Total Monthly Premium (Rate)*	You Pay Monthly (Bi-Weekly) *State pays difference	Total Monthly Premium (Rate)*	You Pay Monthly (Bi-Weekly) *State pays difference	Total Monthly Premium (Rate)*	You Pay Monthly (Bi-Weekly) *State pays difference	Total Monthly Premium (Rate)*	You Pay Monthly (Bi-Weekly) *State pays difference
Employee	\$755.64	\$30.22 (\$15.11)	\$782.08	\$39.10 (\$19.55)	\$788.88	\$51.28 (\$25.64)	\$862.68	\$114.30 (\$57.15)
Employee & Spouse	\$1,563.42	\$62.54 (\$31.27)	\$1,621.60	\$81.08 (\$40.54)	\$1,663.28	\$108.12 (\$54.06)	\$1,790.16	\$237.20 (\$118.60)
Employee & Child(ren)	\$1,148.66	\$45.94 (\$22.97)	\$1,194.90	\$59.74 (\$29.87)	\$1,206.80	\$78.44 (\$39.22)	\$1,329.54	\$176.16 (\$88.08)
Family	\$1,954.34	\$78.18 (\$39.09)	\$2,060.10	\$103.00 (\$51.50)	\$2,075.40	\$134.90 (\$67.45)	\$2,237.94	\$296.52 (\$148.26)
Plan Feature	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Preventive Care/ Screening/Immunization (age, gender and risk parameters may apply)	100% covered, not subject to deductible	30% coinsurance, not subject to deductible	100% covered, not subject to deductible	30% coinsurance after deductible	100% covered	Not covered	100% covered	20% coinsurance after deductible
Deductible (per plan year)	\$500 per individual/ \$1,000 per family	\$1,000 per individual/ \$2,000 per family	\$1,500 per individual/ \$3,000 per family	\$1,500 per individual/ \$3,000 per family	N/A	N/A	N/A	\$300 per individual/ \$600 per family
Health Reimbursement Account (HRA)	N/A	N/A	\$1,250 per individual/ \$2,500 family	\$1,250 per individual/ \$2,500 family	N/A	N/A	N/A	N/A
Out-of-Pocket Maximum (including copays and deductibles)	\$2,000 per individual/ \$4,000 per family	\$4,000 per individual/ \$8,000 per family	\$4,500 per individual/ \$9,000 per family	\$7,500 per individual/ \$15,000 per family	\$4,500 per individual/ \$9,000 per family	N/A	\$4,500 per individual/ \$9,000 per family	\$7,500 per individual/ \$15,000 per family
Prenatal and Postnatal Care	10% coinsurance after deductible	30% coinsurance after deductible	10% coinsurance after deductible	30% coinsurance after deductible	100% covered after \$25 initial copay (inpatient room and board copays do apply to hospital deliveries/ birthing	Not covered	100% covered (inpatient room and board copays do apply to hospital deliveries/birthing	20% coinsurance after deductible

<https://dhr.delaware.gov/benefits/medical/documents/fy23-health-plan-comparison-chart.pdf>

Please follow the link below to see detailed descriptions of the benefits DDOJ has to offer.

<https://dhr.delaware.gov/benefits/agencies/index.shtml>

Job Responsibilities and Duties: Incumbent will serve as the Director of Operations for the Delaware Department of Justice (DOJ) reporting directly to the Chief of Staff. The incumbent will be responsible for directing and managing administrative and support operations within the Department. Incumbent will exercise direct supervision over the employees within the Operations group. A major portion of the responsibilities involve planning and organizing in

order to manage diverse, yet interrelated, functional support areas within the DOJ such as Information Technology, Facilities, Supply, Purchasing, Reception and Fleet Management.

Duties will include directing and managing the DOJ New Castle, Kent and Sussex County offices from a facilities and administrative perspective. This includes; working with Division Directors and the Human Resources Unit to assist with the transition of departing employees and ensuring that new employees are provided with the appropriate work space and equipment; management of the vehicle fleet operations ensuring safe and reliable transportation for employees requiring the use of a state vehicle; strategic and tactical fiscal management to include assisting with preparation for the annual budget request, exercising authority over the departmental expenditures and collaborating closely with the Department's Controller; preparation and execution of contracts for goods and services, ensuring all purchases are in compliance with State purchasing statutes; providing management and direction to the Information Technology Unit to include approving the purchase and distribution of software and hardware for the Department.

The incumbent may be called upon to represent the Chief of Staff, Chief Deputy Attorney General, and/or the Attorney General at various meetings, boards, and or commissions for all three counties.

The incumbent will also work with the Human Resources Unit regarding assistance with personnel matters as directed by the Chief of Staff.

Principal Accountabilities:

1. Serves as a member of the Attorney General's executive management team providing support services statewide to all employees.
2. Supervises Information Technology, Facilities, Supply, Purchasing, Operations, Reception, Fleet Management and mail/messaging services.
3. Plans, develops, recommends, evaluates and implements general operational policies and procedures.
4. Manages the Department's fleet vehicles to include: maintenance, requests for funding, proper allocation of resources and compliance with State and Federal Laws.
5. Collaborates with the Department's Controller to produce the annual Department Budget Recommendation to the Governor. Assists in preparing the Attorney General and/or Chief of Staff for presentations before both the Budget Office and the Joint Finance Committee.
6. Serves as principal authority for authorizing expenditure of funds for operational needs of the Department to include: supplies, equipment, office furniture and telecommunications equipment.
7. Develops legal contracts for goods and services; coordinates with Civil Division Deputy Attorneys General to ensure that contracts are legally enforceable and in compliance with purchasing laws.
8. Works closely with Office Managers from all three counties to ensure that all personnel have supplies, equipment and infrastructure necessary to complete required tasks.
9. Although incumbent will be stationed primarily in New Castle County, incumbent is expected to travel frequently to Kent and Sussex county offices to perform job tasks and to meet needs of employees in those locations.

10. Maintains a close liaison with the State Real Property Manager regarding negotiations for leased property.
11. Provides for strategic and tactical Information Technology vision; will develop the annual Information Technology Plan and will ensure progress toward strategic objectives throughout the fiscal year.
12. Serves as the Department's Records Retention Manager; maintains liaison with the Division of Public Archives for retention, archiving and destruction of Department files.

Minimum Qualifications:

Applicants must have education, training and /or experience demonstrating competence in the following areas:

1. Knowledge, skills and experience with facility management to include justification for additional office space, preparation of rental agreements, safety practices within facilities, telecommunications, execution of maintenance contracts and fleet services.
2. Knowledge, skill and managerial experience in the development and oversight of Information Technology to include contemporary knowledge of operating systems, applicable software/hardware requirements and network administration.
3. Experience with the strategic planning process to include the ability to facilitate strategic planning sessions and the development of performance measures.
4. Experience with establishing goals, objectives and priorities for a Division-level operation.
5. Experience with planning, developing and implementing general operating policies and procedures applicable to a Department.
6. Experience in effective supervision, training and leadership.

Desired Qualifications:

(Applicants who do not possess the desired qualification(s) will still be eligible to compete for this position if job requirements are met)

1. Experience with Delaware courts and criminal justice agencies, including related systems and business processes.
2. Knowledge and managerial experience in government budget processes, purchasing and supplies, grant and contract administration and applicable federal and state laws.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can e-mail a Resume and the Delaware Department of Justice Application to DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.